

Strategic Sourcing Professional

Tracking Code 1855

Job Location Boise, Idaho

Salary \$56,513 – 68,078 (exempt)

Application Deadline 7/25/2012 (5:00 p.m. MST)

Job Description

The Strategic Sourcing Professional supports information technology and administrative procurement activities in a collaborative team environment. Conducts analyses, develops alternatives, and presents recommendations to ensure customers needs are met. Collaborates with the technology and administrative services team members, legal, and business units to analyze, review, draft, negotiate, and finalize contractual agreements with a focus to address budget, risk, total cost of ownership, regulatory compliance, and SOX requirements. Ensures client satisfaction by building and leveraging working relationships with internal customers and key suppliers. Assists in the development and implementation of process improvements to facilitate customer satisfaction and achieve organizational efficiencies.

Required Skills

- Knowledge of:** Contract creation and general terms and conditions; corporate standards and procurement tools; purchasing practices; federal regulations relating to procurement; supplier diversity requirements and general risk mitigation strategies; general knowledge of supply chain management; fluctuating market conditions and industry trends; e-commerce trends and practices.
Prefer knowledge of utility industry categories; procurement best practices; utility operations and accounting practices; Sarbanes-Oxley requirements and key controls as they relate to the procurement of technology and administrative goods and services.
- Skills in:** Negotiation; written and oral communication; time management; organization; prioritization; analysis techniques; project management; and decision making. Should also be proficient in Word, Excel, and PowerPoint.
Prefer skills in total cost analysis; purchasing and inventory software; and ProClarity.
- Ability to:** Make independent decisions on contract type, level of risk and required legal oversight; work in diverse teams, including management and project environments; travel as required; work with minimal supervision; and exercise independent discretion.
Prefer ability to lead cross-functional teams; train internal customers on procurement policies and procedures; make oral presentations to management or other employees; and provide work direction for buyer, expeditors, contract administrator, and contract administrator entry.

Required Experience

MINIMUM REQUIREMENTS

- Education** Bachelor's degree in accounting, finance, business, supply chain or related field or equivalent combination of formal education, certification (such as ISM or APS) and experience equal to more than four years of applicable experience.
Prefer bachelor's degree in accounting, finance, business, supply chain or related field.

To be considered for this position, please visit our website at www.idahopower.com/careers and complete our online application.

If you have questions, or require assistance or accommodation to complete the online application, please contact us at:

Phone: (208) 388-2965 or **E-mail:** jobs@idahopower.com

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Experience	<p>Four years experience in contract administration/management, strategic sourcing, procurement, supplier relations, and/or category management.</p> <p>Prefer Six or more years experience in strategic sourcing, procurement, supplier relations, category management, and/or contract administration.</p>
Licenses & Certifications	<p>Valid driver's license with an acceptable driving record based upon the requirements of the position.</p> <p>Prefer one of the following certifications: International Association of Certified Contract Managers (IACCM), or Certified Purchasing Management Certificate (CPM); or Certified Procurement Professional (CPP) or Certified Purchasing Manager CPM.</p>

Competencies

Negotiation, Communication, Customer Focus, Decision Making, Building Strategic Working Relationships, Work Standards, Impact, Formal Presentation, Adaptability, and Gaining Commitment.